

## *Welcome to the Headquarters Enterprise Messaging Initiative (HEMI)*

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Dear New User,

Now that you have been migrated to HEMI, there are a few things we'd like you to know:

### Getting Started

The following applications have been configured for your use:

- Outlook 2003 (PC) and/or Entourage 2004 (Mac) – for email and calendaring
- Internet Explorer for Sharepoint File Services -- for file sharing within workgroups
- Outlook Web Access – for accessing your email and calendar remotely, on the web
- Windows Messenger 5.0 for Live Communications Server – instant messaging
- For BlackBerry users, BlackBerry Desktop Manager 3.6

Please remember that NPG2810 states that “Loading software, moves, additions, alterations, or replacement of any Headquarters computers, network connections...unless specifically authorized...” is prohibited. If you need any software that is not loaded on your machine, please contact your IT POC.

### Training

There are several ways to get up to speed on your new applications:

1. Information has been included in this packet on how to use the new applications.
2. The schedule for “Lunch and Learn” sessions providing an overview and demo of the new features is included in this packet.
3. A schedule and information on how to sign up for classroom training offered through the Computer Training Center is included in this packet
4. The HEMI website (<http://www.hq.nasa.gov/hemi>) contains detailed information and links to sign up for training.

### How to Log In

**NOTE: IF YOU WERE NOT PRESENT FOR YOUR HEMI MIGRATION, YOUR COMPUTER LOG-ON PASSWORD HAS BEEN CHANGED.**

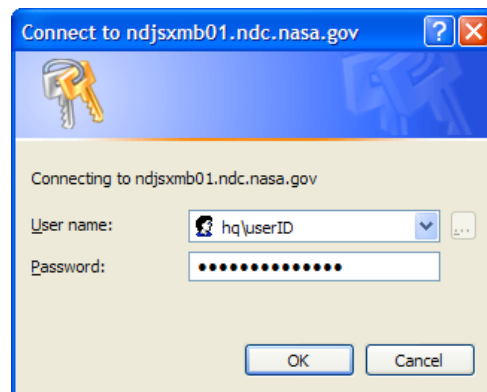
TO OBTAIN YOUR NEW COMPUTER **LOG-ON** PASSWORD, PLEASE CALL THE NASA HQ ODIN IT HELP DESK AT (202) 358-HELP (4357)! Please tell the Help Desk that you have just been migrated to HEMI.

#### **IMPORTANT!**

IF YOU EXPERIENCE PROBLEMS OR NEED ASSISTANCE WITH YOUR COMPUTER, CONTACT THE NASA HQ ODIN IT HELP DESK AT 358-HELP (4357), OR 1-866-4NASAHQ (462-7247) OR [service@hq.nasa.gov](mailto:service@hq.nasa.gov) OR [www.acs-odin.com/hq/helpdesk.html](http://www.acs-odin.com/hq/helpdesk.html).

### For PC Users - Outlook 2003 Email Login

The password you used previously to access Eudora and MeetingMaker will not work in Outlook. Unlike Eudora and MeetingMaker, Outlook uses your HQ UserID and password to login. To log into Outlook 2003, type in HQ followed by your userID and your HQ domain network password as shown in the screen shot below. Click OK to log in.




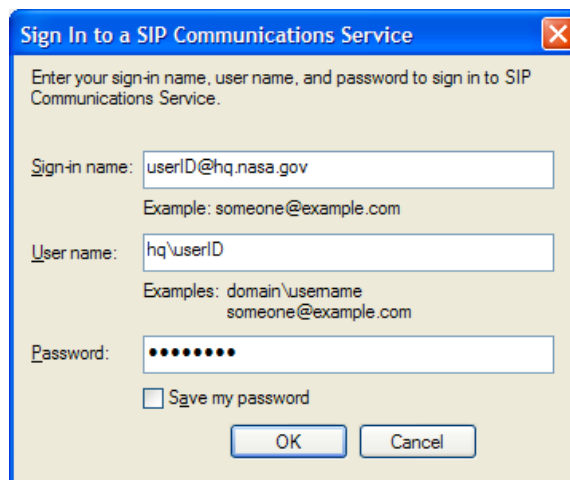
### For MAC users - Entourage 2004 Email Logon

To log onto the Entourage 2004, open Entourage and enter your userID beside Account ID: and your HQ domain network password beside Password: as shown in the screen below. Click OK to continue.



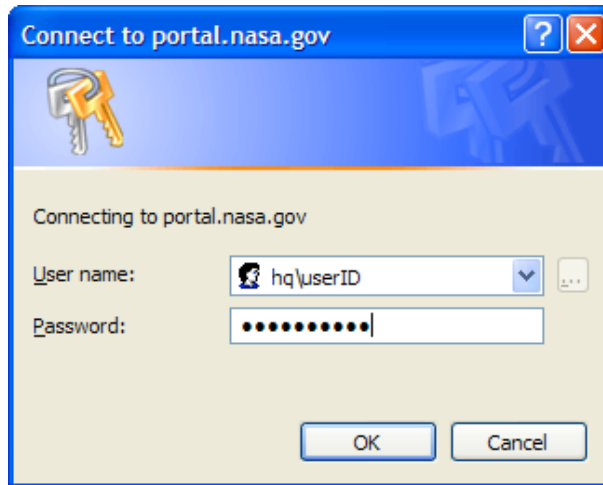
### For PC users - Windows Messenger Login

To log into Windows Messenger, open Windows Messenger from your Programs list or from the icon on your taskbar  and you will see your email address beside Sign-In name:. Beside User name: you should see HQ\your user ID. Enter your HQ domain network password beside Password: and click OK to continue.



## Sharepoint Login

Type the URL for the team site (for example, <https://portal.nasa.gov/sites/hemishare> for the HEMI user team site) into your browser. To log onto Sharepoint, type in HQ followed by your userID and your HQ domain network password as shown in the screen shot below. Click OK to log in.



## How to Get Help

As always, if you need further assistance or have questions, please contact the NASA HQ ODIN IT Help Desk at 358-HELP (4357), or 1-866-4NASAHQ (462-7247) or [service@hq.nasa.gov](mailto:service@hq.nasa.gov) or [www.acs-odin.com/hq/helpdesk.html](http://www.acs-odin.com/hq/helpdesk.html).